



USAID | ZAMBIA
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ADMINISTRATIVE ASSISTANT/CHAUFFEUR - NDOLA

Job Announcement No. AID – 014 -16

OPEN TO: All Interested Candidates

POSITION: Administrative Assistant/Chauffeur

OPENING DATE: September 12, 2016

CLOSING DATE: September 30, 2016

WORK HOURS: Full-time; 40 hours/week

SALARY RANGE: FSN-8 (ZMK 154,798.58 p.a. - ZMK 242,121.75 p.a.)

BASIC FUNCTION:

This position is located in the newly-created provincial office of USAID/Zambia. The incumbent will be responsible for day-to-day secretarial, administrative, logistical, and chauffeur support to the Provincial Team. The Administrative Assistant is supervised by the Senior Technical Advisor.

MAJOR DUTIES AND RESPONSIBILITIES:

A. Administrative Functions

(60%)

Preparation of Documents:

- Packages program information for dissemination to implementing partners or for information and public outreach on USAID's health investments; and
- Collates and assembles information for various reports, meetings, outreach, and appointments.

Tracking Information:

- Ensures Provincial Team has adequate supplies and equipment;
- Coordinates and submits Time and Attendance Reports for Provincial Office staff;
- Maintains all required inventories of equipment and supplies procured by the Provincial Team for day-to-day operations;
- Keeps abreast of various procedural requirements for the Provincial Team including, for example, processing of travel vouchers and representational claims and maintains a tracking log of incoming and outgoing project vouchers and correspondence; and

An Equal Opportunity Employer

- Orders and logs new documents and maintains the Provincial Teams' resource libraries.

Files Management:

- Maintains and keeps up-to-date project activity and program files consistent with USAID procedures and regulations (hard-copy and electronic);
- Maintains a filing system including chronological files of all incoming and outgoing communications and actions taken; and
- Develops an extensive list of professional contacts in both public and private sectors related to the Health activities, and updates and distributes it periodically to team members for their information.

Receiving and Making Appointments:

- Manages schedules of program management meetings both externally and internally, within the Provincial Office, Government; and implementing partners;
- Makes appointments and maintains appointment calendars of the Senior Technical Advisor;
- Receives visitors, telephone calls, and handles routine inquiries, taking the appropriate action, depending on their nature; and
- Prepares and dispatches outgoing correspondence and cables; receives and distributes incoming communications, mail, papers and other documents.

Logistics Coordination - Meetings/Workshops:

- Coordinates the logistical arrangements for meetings, visitors and workshops;
- Makes hotel and/ transportation reservations for out-of-town site visits for the Provincial Team; and
- Ensures that Provincial Team has adequate supplies.

B. Chauffer (35%)

- Operates a passenger motor vehicle, light truck or other vehicle in accordance with dispatcher's instructions to transport Provincial Office personnel, official visitors, maintenance equipment and cargo within Copperbelt Province or around Zambia;
- Drives safely in accordance with local traffic laws and regulations;
- Maintains vehicle in a clean and serviceable condition: checks tires, oil, water, battery and fuel level at the beginning of shift; repairs or seeks to repair and changes tires when necessary; reports motor defects and suspected motor defects to the dispatcher or motor pool supervisor; and
- Cleans the interior and exterior of vehicle and ensures vehicle is always secure.

C. Other Responsibilities (5%)

- Acts as a requestor for all in-country (E2) travel requirements for the team;
- As part of understanding USAID's work, occasionally visits implementing partners' project sites as per request; and
- Any other relevant duties as identified by the Senior Technical Advisor.

QUALIFICATIONS REQUIRED:

A. Education: A diploma in Secretarial or Business Administration or related field and a valid local driver's license is required.

B. Prior Work Experience: Four years' experience in government or a commercial business in a secretarial/administrative position. Two years' experience driving official/work vehicle.

C. Post Entry Training: On-the-job training.

D. Language Proficiency (level and specialization): Level IV (fluent) written and oral English proficiency is required.

E. Job Knowledge: A good all round knowledge of general office procedures, correspondence format, filing and appointment setting. S/he must be familiar with local traffic laws and area traffic patterns.

F. Skills and Abilities: Must be able to prioritize, organize own work, be meticulous in filing and details, and be able to respond to routine requests/inquiries. Demonstrated oral and written communication skills. Must be able to maintain effective working relationships with both supervisor and other personnel within the team and other teams. Computer literacy in at least three software packages is required. Must have local driver's license appropriate to the type of vehicle operated.

POSITION ELEMENTS:

A. Supervision Received: Receives daily supervision from Senior Technical Advisor verbally or by means of hand written or email notes. Supervisors set additional priorities and review work accuracy.

B. Supervision Exercised: None

C. Available Guidelines: ADS Reference Series 500 references, Records Disposition Schedule for USAID, Mission Orders and other Guidelines.

D. Exercise of Judgment: Must ensure that all incoming correspondence is logged in, and action assigned to appropriate office. The incumbent must exercise judgment in selecting routines to make best use of time and sets priorities for duties which are not set by supervisor.

E. Authority to make commitments: Has no authority to make commitments but may draft responses to routine correspondence for supervisor's signature.

F. Nature, level and purpose of Contacts: Has regular contact with all USAID personnel and frequent contacts in person or by telephone, with senior host government officials and other international organizations. Contact with official visitors, Zambia Government receptionists and officials, local business official during duties as either driver or messenger.

G. Time Required to Perform Full Range of Duties: One Year

TERMS OF APPOINTMENT:

Subject to availability of funds, this will be a five-year contract, with an option to extend, depending upon continuing need of the services.

BENEFITS:

The position has been classified at FSN-8 levels. The actual salary of the successful candidate will be negotiated within that range depending on qualifications and previous earnings history.

APPLYING:

Qualified candidates should send:

1. A formal application letter or cover letter;
2. A current CV;
3. Photocopies of all professional certificates and degrees;
4. A fully complete application form DS-174 (available online at <http://www.state.gov/documents/organization/136408.pdf>); and
5. Contact information for at least three professional references.

SUBMIT ALL APPLICATION MATERIALS TO:

EXOZambiaHR@usaid.gov (E-mailed applications required.)

The email subject heading **must** read:

Application: Administrative Assistant/Chauffeur - Ndola, AID-014-16

Only short listed candidates will be contacted.